



**CONNECTICUT STATE COLLEGES & UNIVERSITIES
BOARD OF REGENTS FOR HIGHER EDUCATION
JOB OPPORTUNITY
February 5, 2015**

BOR Research Associate

Open To: The Public
Location: 39 Woodland Street, Hartford, CT
Hours: Full-Time, 40 hours/week
Compensation: \$72,692 (CC Admin 3) in addition to a comprehensive fringe benefits package
(Consideration will be given for a higher rate based on experience & training)
Closing Date: February 25, 2015

The Connecticut State College and University System (CSCU) invites candidates who have a comprehensive background in advanced data-collection, mining and analysis in higher education to apply for this challenging opportunity with the Board of Regents System Office.

Distinguishing Characteristics:

Located in Hartford, CT, this position reports directly to the Director of the Office of Policy, Research and Strategic Planning (OPRSP) and is responsible for system-wide data management, analysis, and reporting. The unit maintains the System's Institutional Research Data Base (IRDB) warehouse which contains source data from the Banner enterprise system and supports the reporting needs of the System's twelve community colleges. A similar resource, the Institutional Research Repository, is presently employed for the Connecticut State Universities.

Essential Duties and Major Accountabilities

- Accountable for gathering, analyzing and interpreting information needed to assist the System institution administrators measure the effectiveness of their organizations;
 - Maintain documentation on information requests & reports;
 - Develop and maintain systemic documentation of all projects as well as a library of ad-hoc work;
- Strategic planning measurement and analysis:
 - Coordinate the provision of campus-level and comparative data to support the planning process.
 - Support the analysis, dissemination, and usage of data for strategic planning, program review, promotion of institutional best practices, and other projects utilizing information from governmental reporting, third-party sources, and institutional data exchanges;
 - Develop and run cyclical reports from various College/University data sources for financial and academic purposes;
 - Perform advanced data analysis to identify trends, produce summary reports and make projections, creating visual representations of this information;
- Extracts and prepares accurate data for external accrediting and approval agencies:
 - Assists System institutions in meeting federal and state mandated reports and ad hoc requests;

- Actively participates in the data stewardship of the P20 WIN project, Connecticut's inter-agency data sharing system;
- Serve as the BOR's IRDB warehouse system administrator and its successor system:
 - Reviews, audits, and verifies accuracy of institutional data;
 - Performs periodic data loads from source enterprise systems as well as other data sources;
 - Develop access tools, evaluates system performance and maintain all user and developer documentation;
 - Describe key findings in written narrative and summary form and present complex information effectively in professionally prepared documents.

Minimum Qualifications

Master's degree in a related area and a minimum of two years' experience in higher education institutional research or social science research or programming experience evidencing proficiency in the use of statistical and statistical presentation software such as Access, Excel, SPSS Modeler, SPSS, Tableau, and Web Focus; demonstrates proficiency in data extraction, database querying and report generation; fluent in the Oracle dialect of Structured Query Language (SQL) and experienced with the table structure and user interface of the Banner student information system.

Demonstrated ability to multi-task as needed, consistently meet deadlines and effectively manage time; demonstrated professional level of attention to detail and accuracy of work; proven ability and desire to interact effectively and develop strong working relationships with CSCU faculty and staff as well as professionals from peer institutions and associations. Polished oral and written communication skills and exceptional interpersonal skills are required.

Application Procedure

Applications must be submitted electronically to jobs@ct.edu and must be received no later than **February 25, 2015**.

Please reference "**Search #14-052**" on the subject line of all emails. Please submit the following two (2) attachments with your email:

(1) BOR Employment Application (available at: <http://www.ct.edu/hr/employment>) **AND**

(2) Cover letter, resume, and contact information for three professional references in a single Word or PDF file.

Incomplete or late application packages received after the deadline may be discarded.

Refer to www.ct.edu for more information about the CSCU and our 17 institutions.

Notice of Nondiscrimination:

The Board of Regents for Higher Education does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of intellectual disability, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Laurie G. Dunn, Interim Vice President for Human Resources, 61 Woodland Street, Hartford, CT 06105, 860-723-0253, or by email at DunnL@ct.edu.

The Board of Regents for Higher Education is an Affirmative Action/Equal Opportunity Employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.